

TECHNICAL INFORMATION SPECIALIST

August 29, 2003

a. Position Description

The Technical Information Specialist is responsible for documenting, tracking, and retrieving all pertinent information for the Task Force during incident operations. The Technical Information Specialist reports directly to the Planning Team Manager.

The Technical Information Specialist is responsible for:

- Gathering requested information from all available sources and forwarding to the Planning Team Manager for incorporation in the planning function;
- Documenting (written, audio, and visual mediums) the activities of the US&R Task Force during an assigned mission for onsite and post-incident analysis, historic documentation and post-event critiques, lessons learned, and training;
- Tracking all pertinent Task Force personnel information, work schedules, and equipment inventory status;
- Adhering to all safety procedures;
- Providing accountability, maintenance, and minor repairs for all issued equipment;
- Performing additional tasks or duties as assigned during a mission; and
- Preparing all audio and visual references materials necessary during the mission.

b. Position Requirements and Criteria:

Individuals who meet the following requirements and criteria will be eligible to become Technical Information Specialists in the DHS/FEMA US&R Response System. The intent of these requirements is to select personnel fully capable of providing competent information management for the Task Force in the urban disaster environment. The requirements and criteria for the position are identified in the following categories:

- Knowledge
- Skills
- Abilities.

Knowledge:

The Technical Information Specialist must have:

- Knowledge of technical writing, US&R terminology, data collection, documentation procedures, and information analysis of emergency/disaster operations; and

- Knowledge of the operation of various visual media including, but not limited to, video recorders, audio recorders, and still photography.

Skills:

The Technical Information Specialist must be:

- Competent in the use of a portable laptop computer and related software to include but not limited to word processors, spreadsheet, presentation, and database software.

Abilities:

See, also, general requirements.

The Technical Information Specialist must be:

- Able to gather data and create summary reports.

c. Operational Checklist

The purpose of this checklist is to define the duties and responsibilities of the Technical Information Specialist during a mission assignment. The list is intended to be a general summary of actions. It should be understood that:

- Some required actions may not be listed, but must be identified and assumed by this position;
- Some actions may be the primary responsibility of another Task Force position, but may require assistance and coordination from this position; and
- The actions are listed in a general chronological order, but may require deviation.

(1) Upon Activation/At Task Force Assembly Point:

- Begin a chronological journal of the mission;
- Meet with the Planning Team Manager to ensure correct information flow;
- Ensure that all elements of the administrative kit are checked and ready;
- Check the computers for proper operation;
- Brief Task Force personnel on information gathering and report submission process;
- Begin documentation of the event for all phases of the mission; and
- Ensure the Technical Information Specialist Kit includes a still camera, video camera, laptop computer, and spare batteries.

(2) At Point of Departure:

See general operational checklist.

(3) In Transit:

See general operational checklist.

(4) Arrival at Mobilization Center:

- Coordinate cache supplies and equipment that should receive priority for initial movement to the assigned area.

(5) On-Site Operations:

- Establish a work area and organize Task Force files. Maintain a documentation log;
- Maintain a Task Force operations log throughout the mission;
- Establish duplication service and respond to requests as necessary;
- Document Task Force operations and significant incidents by all appropriate audio and visual mediums; and
- Keep the Planning Team Manager apprised of any accomplishments or conflicts, supplies deficiencies, or equipment malfunctions.

(6) Reassignment/Demobilization:

- Notify the assigned supervisor of the loss or potential maintenance requirements of any assigned tools and equipment; and
- Compile all documentation necessary for Task Force After-Action Meeting.